



London Borough of Hounslow

Workforce Information 2014

The Equality Act 2010, places a duty on Local Authorities to report on a range of workforce data by “protected characteristics”. These include age, disability, ethnicity, gender, marital status, religion or belief and sexual orientation.

This annual report presents Hounslow’s workforce profile. The data is gathered either from the council’s new HR system, iHounslow, introduced in April 2014, or from HR case management records.

Workforce profile

The workforce profile is a headcount, based on Hounslow Council employees (permanent, fixed term and temporary) as at 31 December 2014. The data does not include casual/sessional or school based staff. At 31 December 2014 the school based headcount is 3396. This figure includes only those schools maintained by the Council.

The workforce profile is tabled below by age, disability, ethnicity and gender. The total figure 2337 represents an 8.9% decrease from the previous year’s figure.

Age

Age Band	No. of people	%
16 - 19	16	0.7
20 - 24	82	3.5
25 - 29	179	7.7
30 - 34	285	12.2
35 - 39	255	10.9
40 - 44	289	12.4
45 - 49	324	13.9
50 - 54	353	15.1
55 - 59	285	12.2
60 - 64	188	8
65+	79	3.4
No data recorded	2	0.1
Total	2337	

Disability

Disability	No. of people	%
Disabled	52	2.2
Not disabled	1249	53.4
No data recorded	1036	44.3
Total	2337	

Disabled staff make up 4% of the workforce who have declared whether or not they have a disability. This is an increase from the previous year’s figure of 3.08%

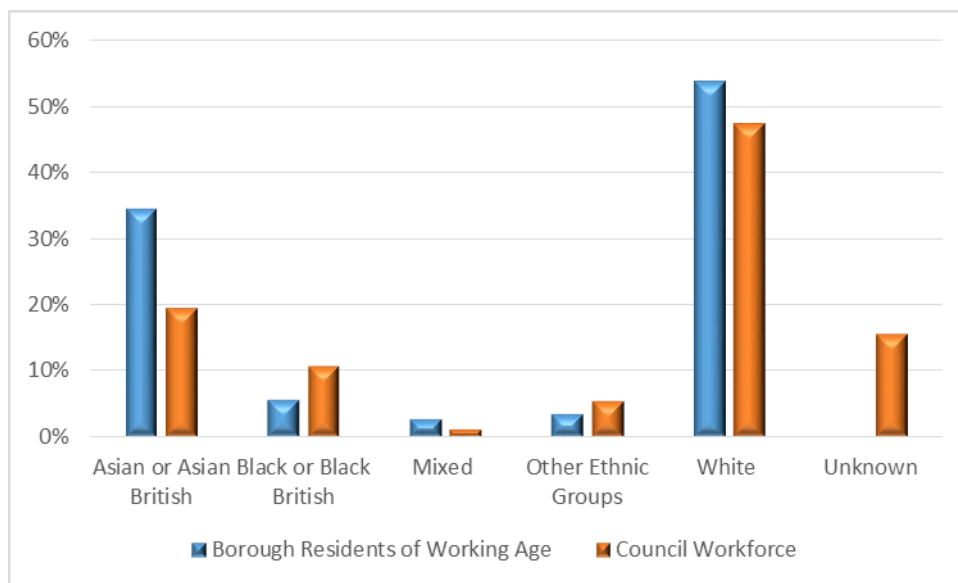
Ethnicity

Ethnicity	No. of people	%
Asian or Asian British	455	19.5
Black or Black British	251	10.7
Mixed	29	1.2
No Data Recorded	364	15.6
Other Ethnic Groups	130	5.6
White	1108	47.4
Total	2337	

Black or Black British and Other Ethnic groups have increased by 2% and 3% respectively when compared with the previous year's figures. When looking at the bar chart below these are the only two groups where the council's workforce is higher than Hounslow Borough residents of working age.

The reduction in Asian or Asian British can in part be explained by the TUPE transfer of DSO Catering; 37% of this service are of Asian origin.

The following bar chart compares the ethnicity of the Council's workforce with that of Hounslow borough residents of working age i.e. 16-85+



Gender

Gender	No. of people	%
Female	1588	68
Male	749	32
Total	2337	

The percentage of men in the workforce has increased by 3.6% from last year's figure. This can in part be explained by the TUPE transfer of DSO Catering from the Council's organisation; of these former employees 90% were female.

Employment Data

The following employment information on leavers, grievances, disciplinaries, recruitment activity and new appointments, has been gathered for the period 1 January – 31 December 2014. Where comparative data is available efforts have been made to analyse with the previous year's data.

Leavers

These tables give information on the numbers of people who left the organisation during 2014 by the reason for leaving. Dismissals are sub divided by reason of disciplinary proceedings, management of absence proceedings and any other reason.

The category "Other" includes death, end of a contract, and transfer of staff, including Transfer of Undertakings (Protection of Employment) Regulations (TUPE) transfers.

The total percentage of employees leaving the council has increased by 42% from last year's figures. The most significant increase for leaving is the 205% increase in the category "Other". This is explained by the TUPE transfer of the DSO Catering Service. Dismissals arising from disciplinary action have reduced by 64% compared with last year's figures. Retirements have increased by 27%, whereas resignations and redundancies have increased by 4.3% and 3.3% respectively.

In 2014 "other" and resignations remain the highest reason for leaving, 47% and 38%.

Age

Age Bands	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	sickness	other					
16-19					2		6	8
20-24			1		10		8	19
25-29	1		2	1	31		7	42
30-34			2	2	41		17	62
35-39				4	39		34	77
40-44	1	2		1	22		37	63
45-49		1		4	35		49	89
50-54	1	3		2	19		39	64
55-59	1	5	1	9	12	3	54	85
60-64		1	2	6	9	18	13	49
65+				2	5	12	7	26
unspecified							4	4
Total	4	12	8	31	225	33	275	588

Disability

Disability status	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	sickness	other					
No	1	5	2	17	69	24	137	255
Yes			1	2	3			6
Prefer not to say				3		4	1	8
unspecified	3	7	5	9	153	5	137	319
Total	4	12	8	31	225	33	275	588

Ethnicity

Ethnicity	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	sickness	other					
Asian		6	1	5	49	5	93	159
Black	1	2	2	1	29		22	57
Mixed				2	5	1	4	12
Other	1	1	1	1	14	2	9	29
Prefer not to say					1			1
White		3	3	21	88	24	121	260
unspecified	2		1	1	39	1	26	70
Total	4	12	8	31	225	33	275	588

Gender

Gender	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	sickness	other					
Female	3	11	7	22	161	27	253	484
Male	1	1	1	9	64	6	22	104
Total	4	12	8	31	225	33	275	588

Marital status

Marital status	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	sickness	other					
Civil partnership					1			1
Divorced					2	1	10	13
Legally separated		1					2	3
Living together					4		3	7
Married			3	5	31	6	62	107
Partner				1	1			2
Prefer not to say				1			1	2
Single		1	1	2	19		34	57
Widowed						1	3	4
unspecified	4	10	4	23	166	25	160	392
Total	4	12	8	32	224	33	275	588

Religion or Belief

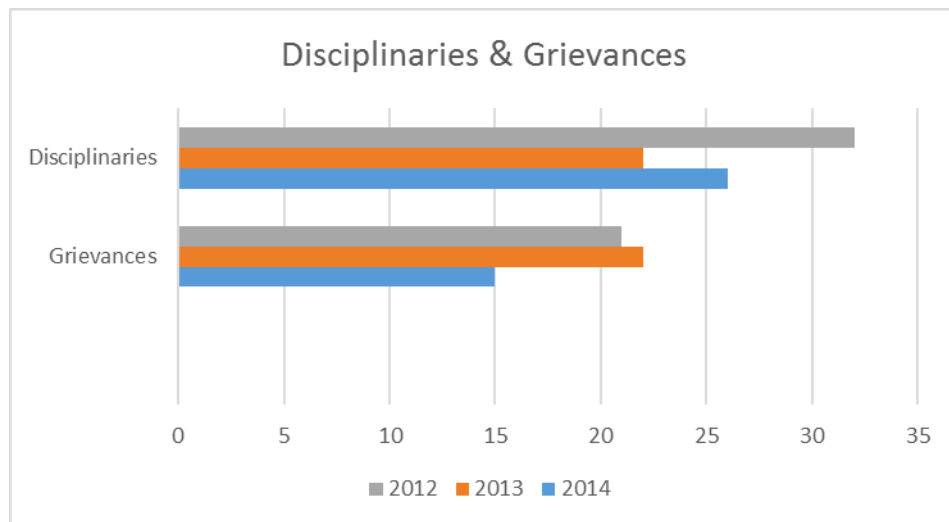
Religion	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	sickness	other					
Buddhist					1			1
Christian				1	13	1	2	17
Hindu					2			2
Jewish					1			1
Muslim					3		5	8
No religion			2		12	1	4	19
Other					1		1	2
Prefer not to say					1		1	2
Sikh				1	2		2	5
unspecified	4	12	6	29	189	31	260	531
Total	4	12	8	31	225	33	275	588

Sexual orientation

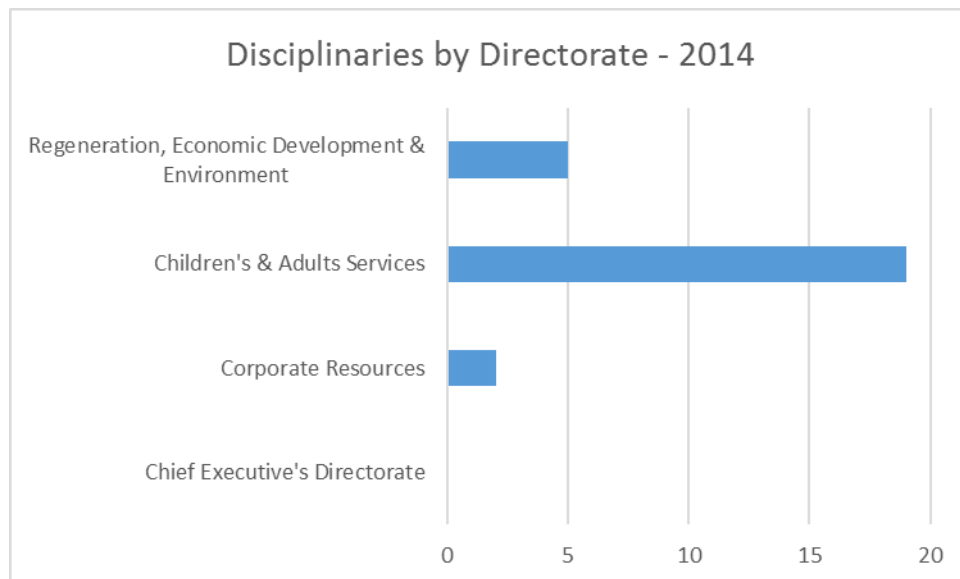
Sexual orientation	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	sickness	other					
Bisexual					1			1
Gay man					1			1
Gay woman / lesbian					1			1
Heterosexual / straight			1	2	30	1	16	50
Prefer not to say						1	1	2
unspecified	4	12	7	29	192	31	258	533
Total	4	12	8	31	225	33	275	588

Grievances and Disciplinarys

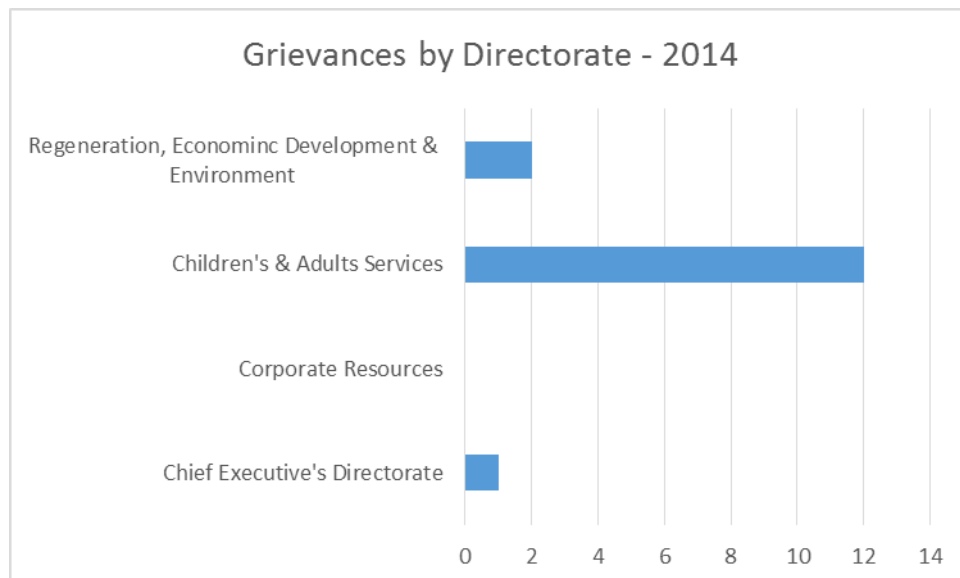
The number of grievances and disciplinarys across the council over the last three years are follows:



The number of disciplinarys by departments:



The number of grievances by departments:



The tables below provide a range of information on those employees who either lodged a grievance or were subject to disciplinary action. For comparison data from the preceding two years is also listed.

		Grievances				Disciplinaries		
		2014	2013	2012		2014	2013	2012
Age	16-19	0	0	0		0	0	0
	20-24	0	1	0		1	0	0
	25-29	1	1	0		1	5	2
	30-34	2	1	4		2	0	3
	35-39	2	5	2		3	3	1
	40-44	4	4	3		2	2	6
	45-49	3	3	5		5	6	5
	50-54	1	5	3		6	3	9
	55-59	2	2	2		4	1	4
	60-65	0	0	2		2	2	2
	65+	0	0	0		0	0	0
	Total	15	22	21		26	22	32

		Grievances				Disciplinaries		
		2014	2013	2012		2014	2013	2012
Gender	Female	13	16	12		17	13	14
	Male	2	6	9		9	9	18
	Total	15	22	21		26	22	32

		Grievances				Disciplinaries		
		2014	2013	2012		2014	2013	2012
Disability	Yes	2	1	2		2	0	1
	No	6	17	16		11	19	26
	Not known	7	4	3		13	3	5
	Total	15	22	21		26	22	32

		Grievances				Disciplinaries		
		2014	2013	2012		2014	2013	2012
Ethnicity	Asian	2	2	7		3	4	6
	Black	6	5	6		7	3	7
	Mixed	0	1	0		0	2	0
	Other	0	1	0		2	1	2
	White	6	9	8		10	6	12
	Not known	1	4	0		4	6	5
	Total	15	22	21		26	22	32

Recruitment Activity

The following tables show monitoring data of applicants and shortlisted candidates. This information is collated from the council's e-recruitment system. Changes in the new HR system make comparative analysis with last year's figures difficult. As not all recruitment activity is carried out via the system, data on new appointments is provided separately in the next section.

Age Band	Applicants	Shortlisted
16 - 19	22	8
20 - 24	254	85
25 - 29	358	121
30 - 34	367	123
35 - 39	309	101
40 - 44	221	97
45 - 49	215	98
50 - 54	153	56
55 - 59	91	40
60 - 64	36	17
65+	9	6
Unspecified	15	2
Total	2050	754

Disabled	Applicants	Shortlisted
No	1886	683
Yes	57	24
Unspecified	107	47
Total	2050	754

Gender	Applicants	Shortlisted
Female	1152	444
Male	886	307
Unspecified	12	3
Total	2050	754

Marital Status	Applicants	Shortlisted
Civil Partnership	11	5
Divorced	90	33
Legally Separated	13	6
Living Together	118	56
Married	817	294
Partner	73	29
Prefer not to say	58	23
Single	854	298
Widowed	12	7
Unspecified	4	3

Ethnicity	Applicants	Shortlisted
Asian or Asian British	767	247
Black or Black British	390	134
Mixed	70	27
Other Ethnic Groups	59	18
White	708	307
Unspecified	56	21
Total	2050	754

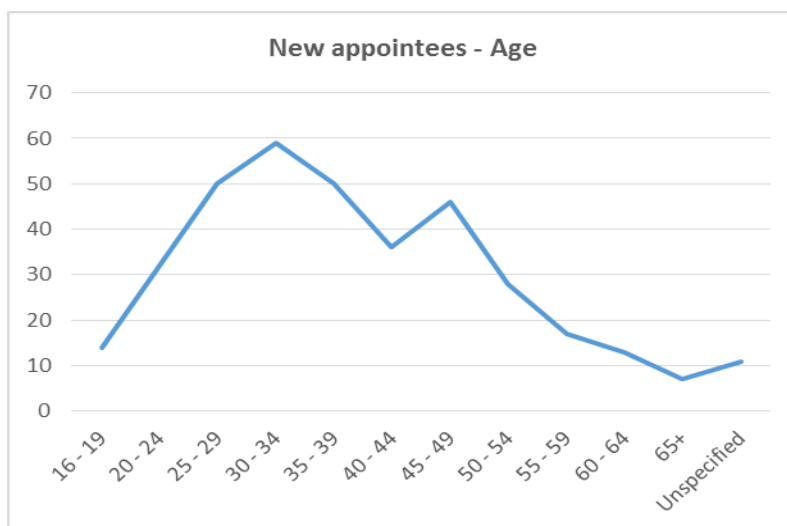
Total	2050	754
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Religion	Applicants	Shortlisted
Buddhist	26	5
Christian	767	289
Hindu	201	65
Jewish	5	2
Muslim	297	88
No Religion	372	161
Other	42	25
Prefer not to say	135	50
Sikh	203	67
Unspecified	2	2
Total	2050	754

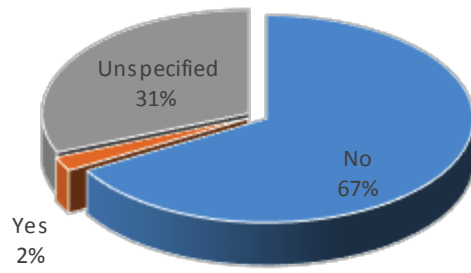
Sexual Orientation	Applicants	Shortlisted
Bisexual	36	10
Gay Man	21	10
Gay Woman/Lesbian	10	4
Heterosexual /Straight	1818	673
Prefer not to say	163	55
Unspecified	2	2
Total	2050	754

New Appointments

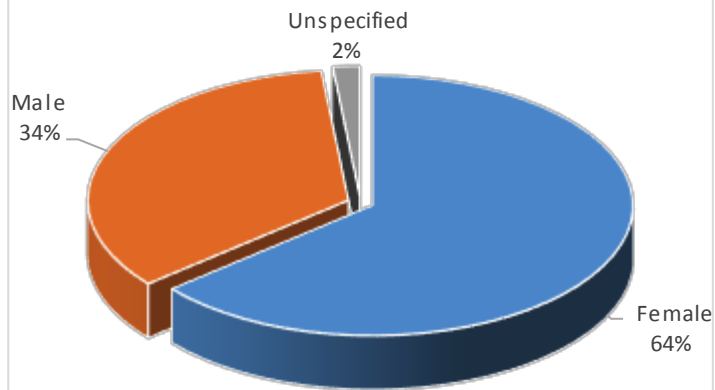
For completeness the information relating to starters is collated from the councils HR System and not the e-recruitment system. The total number of employees starting in 2014 is 363. The charts below provide further details of these 363 employees by various protected characteristics.



New appointees - Disability status



New appointees - Gender profile



New appointees - Ethnicity

